

ANTI-VIOLENCE POLICY

All employees of the Cambridge School Committee and Cambridge Public Schools are expected to treat each other with respect and conduct themselves in a manner that promotes a safe, healthy workplace and educational environment. The Cambridge School Committee and Cambridge Public Schools is committed to working with its employees to maintain a work and educational environment free from violence, threats of violence, harassment, and intimidation. Such acts of violence in the workplace or directed at other Cambridge School Committee and/or Cambridge Public School employees, students, parents/guardians of students, family members of students or members of the public will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately.

Any employee found to have engaged in acts or threats of violence while on duty or when representing the Cambridge School Committee and/or Cambridge Public Schools, including but not limited to the following, is subject to disciplinary action up to and including termination of employment. In addition, some acts may result in possible criminal liability. These acts include but are not limited to the following:

- Making threats of violence toward anyone while on duty or when representing the Cambridge School Committee and/or Cambridge Public Schools.
- Unauthorized possession of dangerous weapons, firearms, or explosives on school property or at school-related or school-sponsored events or while on duty.
- Threatening, intimidating, harassing, coercing or other types of aggressive behavior towards fellow employees, students, parents/guardians of students, family members of students or members of the public.
- Using obscene or abusive language toward fellow employees, students, parents/guardians of students, family members of students or members of the public.
- Fighting, horseplay, or provoking a fight on school property or at school-related or school-sponsored events or while on duty. The Cambridge School Committee and Cambridge Public Schools regards fighting as a serious offense. If confronted by another employee or member of the public, the Cambridge School Committee and Cambridge Public Schools expects an employee, if at all possible, to retreat and avoid retaliation or escalating the situation. Employees should always seek to “walk away” from a fight.
- Oral or written statements (including e-mail), gestures, or expressions that communicate a direct or indirect threat of physical harm.
- Off duty conduct of the type described in the paragraphs above that is directed toward Cambridge School Committee and/or Cambridge Public Schools employees, students, parents/guardians of students, family members of students or members of the public

and which stems from or is related to Cambridge School Committee and/or Cambridge Public Schools employment or events that took place during work hours or in connection with work.

Further, the Cambridge School Committee expects Cambridge School Committee and Cambridge Public School employees to not ignore violent, intimidating, threatening, harassing or other disruptive behavior by anyone while in the workplace. Any attempted retaliation against a person reporting such behavior or other alleged misconduct will be considered a serious offense, subject to disciplinary action up to and including termination. The Cambridge School Committee expects any employee who observes any instances of such behavior to report it either to his/her direct supervisor, school principal/head of upper school, and/or the Chief Operating Officer of the Cambridge Public Schools as soon as possible. If an employee's safety is threatened, the Cambridge School Committee expects the employee to contact the police immediately. All supervisors and school principals/heads of upper schools that receive such reports should immediately contact the Chief Operating Officer of the Cambridge Public Schools.

Adopted: September 16, 2014